

Director of Logistics

22 November 1961

Records Administration Officer

Revision of Handbook HB [] of 9 August 1960

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1. I have reviewed your suggested changes to [] and do not think the Handbook need be revised at this time.

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2. I do agree however that enough 2-drawer uninsulated safes should be procured to complete the Unitized Furniture Program. To this extent the uninsulated 2-drawer safe could be a standard Agency item. We do not foresee a practical use for the regular 2-drawer safe and therefore do not think the Handbook should be revised to include the Pedestal Type Safe which is a part of the Unitized Furniture Program. Last week the Warehouse informed us they had 114 of the regular 2-drawer safes on hand plus an additional 48 []. This amount should be sufficient to meet normal needs for sometime. Should a further need for the regular 2-drawer safe develop, I assume you will send the Purchase Order here for review as in the past.

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3. At a recent Records Officers meeting I suggested the use of uninsulated, non-safe filing cabinets for storage of supplies, blank forms and miscellaneous office equipment. As of a week ago the Agency had over 500 of these cabinets on hand and has had a substantial number considered as excess to our needs for several years. To me it is economically undesirable to buy the Supply Cabinet and not use these filing cabinets. GSA also supports this view. Much of the material placed in a file cabinet is potential files material. Incidentally, many offices do not have enough supplies to justify the use of a supply cabinet. Many times a file cabinet can be used as a combination storage unit for unclassified correspondence, reference material and supplies.

4. I think the proposed revision of paragraph 2b(5) would delete a responsibility operating components now have; that of keeping their Records Officer informed of record-keeping practices. This paragraph now provides for the Records Officer to be furnished information needed to do his job competently. The consensus of these Records Officers is that the proposed revision would take away all control over utilization of filing equipment in their respective area.

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5. Thank you for your interest in our Program and please
call if I can be of further help.



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